

## **NOTICES OF SUBSTANTIVE POLICY STATEMENTS**

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### **NOTICE OF SUBSTANTIVE POLICY STATEMENT**

#### **DEPARTMENT OF HEALTH SERVICES**

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Department of Health Services, Behavioral Health Services, Policy and Procedural Manual; SP-001-BHS-BHS.

**2. Date of the publication of the substantive policy statement and the effective date of the policy statement if different from the publication date:**

1.1	Arizona Level of Functioning Assessment	05/31/00
2.41	Use of Telemedicine	10/26/00
2.50	Disclosure of Confidential Information to Human Rights Committees	10/31/00

**3. Summary of the contents of the substantive policy statement:**

The Policy and Procedure Manual is a compilation of policies and procedures that have been developed to establish standards for the management of the Regional Behavioral Health Authorities (RBHAs) that have contracts with the Department of Health Services/Behavioral Health Services to provide behavioral health services to residents of Arizona.

The policies and procedures are organized into two chapters: Program Services and Administrative and Program Support Services. The following is a list along with a brief description of each new substantive policy being added to the manual:

Program Services - Chapter 1

1.1 Arizona Level of Functioning Assessment

The purpose of this policy is to clarify the use of the Arizona Level of Functioning Assessment (ALFA) and revise the time period to be used in determining ongoing and final ALFA scores from the past six months to the past thirty days.

Administrative and Program Support Services - Chapter 2

2.41 Use of Telemedicine

The purpose of this policy is to clarify the valid uses of teleconferencing and corresponding confidentiality requirements.

2.50 Disclosure of Confidential Information to Human Rights Committees

The purpose of this policy is to bring the Division of Behavioral Health Services, the Arizona State Hospital (ASH), the Regional Behavioral Health Authorities (RBHAs) and their subcontracted providers, and the Tribal Regional Behavioral Health Authorities (TRBHAs) and their subcontracted providers into compliance with Senate bill 1274, a new state law concerning Human Rights Committees. The policy describes how information is to be provided to Human Rights Committees concerning incidents involving both adults with serious mental illness and children. It requires the RBHAs, TRBHAs, and ASH to establish a non-identifying method to track each incident report back to the enrolled person involved in the incident. It also describes how and when personally identifying information is provided to Human Rights Committees as well as establishes the investigation process RBHAs, TRBHAs, and ASH are to use when Human Rights Committees request information concerning the outcome of an incident report involving a child.

*Arizona Administrative Register*  
**Notices of Substantive Policy Statements**

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**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement, and will be added to the Policy and Procedure Manual which was previously noticed at 1 A.A.R. 2164, October 27, 1995, and 6 A.A.R. 1682, May 5, 2000.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Theresa Littler  
Address: Department of Health Services  
Behavioral Health Services  
2122 East Highland  
Phoenix, AZ 85016  
Telephone: (602) 381-8999

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25 cents per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.

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2.49 Administrative and Cost Program Support Services Medicare05/31/00  
Cost Sharing

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The policies and procedures are organized into two chapters: Program Services and Administrative and Program Support Services. This new substantive policy statement, 2.49 Administrative and Program Support Services Medicare Cost Sharing, is in the second chapter, and delineates the cost sharing responsibilities for ADHS/DBHA and its Contractors.

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